



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
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NGB-ARH

9 U MAR 2005

MEMORANDUM FOR THE ADJUTANTS GENERAL OF ALL STATES, PUERTO RICO, GUAM, THE VIRGIN ISLANDS AND THE COMMANDING GENERAL OF THE DISTRICT OF COLUMBIA

SUBJECT: Procedures for Special Reporting Code (SRC) 00F (MOS Immaterial)
NGB-ARH Memo #05-29

1. References:

a. Memorandum, NGB-ARH, 15 April 2004, Subject: Implementation Policy for Special Reporting Code (SRC) 00F (MOS Immaterial) (ARH Memo 04-006).

b. Memorandum, PERSCOM, TAPC-PLC-C, 15 August 2003, Notification of Future Change to DA PAM 611-21, E-0404-12, Establishment of Special Reporting Code (SRC) 00F (MOS Immaterial National Guard Bureau (NGB)).

2. This memorandum prescribes the procedures for the selection of Soldiers to fill MOS immaterial (00F) duty positions coded on Army National Guard Tables of Distribution and Allowances (TDAs). This policy also includes those positions on the ARNG TDAs coded "UP" pending conversion to the (SRC) 00F.

3. All 00F (UP) positions must have a duty description that lists all the MOSs that can perform the duty. The only positions that are entirely MOS immaterial are IG and EO positions.

4. Utilization policy.

a. Soldiers occupying 00F positions will maintain a PMOS required for the duties associated with the position. When a Soldier holds more than one MOS that could be used, the MOS that is most closely related to the position will be their PMOS/CPMOS.

b. Soldiers desiring to change their CPMOS must submit a DA Form 4187 through channels to the MPMO or to NGB-ARZ-T for Title 10 AGR Soldiers.

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5. Selection from promotion list.

a. Prior to selecting a Soldier from the promotion list, consideration will be giving to excess personnel and lateral transfers to fill the vacancy.

b. Soldiers holding eligible MOS's in the duty description listed for that 00F vacant position will be considered. Selection will be determined by the total number of promotion points held, from highest to lowest.

c. For SRC 00F positions that do not indicate a list of MOSs eligible to occupy the position, will require a review of the entire promotion list for that grade. Soldiers with the highest promotion points will be offered the position in sequence as they appear on the promotion list.

6. Under no circumstances will interviews be conducted to select Soldiers from a standing promotion list.

7. This new revised Enlisted Promotion policy will be incorporated in the first rapid revision of AR 600-8-19.

8. Point of contact is MSG Sean Metaxas at DSN, 327-3401, 703-607-3401, or sean.metaxas@ngb.army.mil.



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